



2013 Administrative Furlough Update

**Human Resources and Organizational Management Branch
Administrative and Resources Division
Headquarters United States Marine Corps
21 May 2013**



Notification — Potential Administrative Furlough

- Congressional notification of administrative furlough
 - DoD provided Congressional notification in February of potential furlough
 - Potential administrative furlough effective 8 July
 - Furlough will be ~11 non-consecutive days; no more than 88 hours total
- Administrative vs. shutdown furlough
 - Administrative furlough is “planned” to save money – virtually all employees are subject to furlough
 - Shutdown/emergency furlough is “unplanned” due to lapse in funding – mission critical employees excepted



Employees Subject to Administrative Furlough

- Nearly all employees subject to furlough – minimal exceptions: Less than 1/5 of all DOD civilian employees paid by appropriated funds have been exempted.
 - Civilians deployed in combat zone
 - Safeguarding of life or property – only to extent needed to prevent unacceptable risk or catastrophic gaps in the safeguarding and protection of life or property*
 - Employees exempt by law (Presidential appointees)
 - Foreign nationals only if furlough exceptions are required by SOFA
 - Non-appropriated Fund Employees

***Note: only rare exceptions; will require HQMC or higher level approval**



Notification & Schedule

- Proposal letter on furlough given to employees
 - At least 30 days' notice – ~28 May
 - Signed by designated proposing official
 - Hand-delivered or certified mail

- Furlough decision letter given to employees
 - Presented before effective date of furlough
 - Signed by designated deciding official
 - Hand-delivered or certified mail



General Furlough Planning

- Limited to up to 88 hours – ≤ 11 workdays through end of FY
 - ~16 hours/pay period
- Within guidance we receive and promulgate, commands determine hours/time dependent upon mission requirements
 - Commanders may delegate the coordination and scheduling of furloughs to carry out mission requirements
 - Note: scheduling of furlough days is subject to impact and implementation and possibly other local bargaining obligations
- Use of contract funding or premium pay (comp or overtime) to offset furloughs is prohibited
- Inherently governmental work cannot be transferred to contractors
- Furloughed employees are prohibited from working from home or on-site on furlough days — employees may not volunteer
- Furloughed employees may not substitute paid leave or other time off for furlough time



General Furlough Planning

- Notifications of Personnel Actions (SF-50s) will be documented to provide scheduling flexibility. Notifications will identify start date, end date, maximum of 88 furlough hours.
- Requirement for supervisors to schedule furlough hours prior to the start of a pay period. Within guidance we receive and promulgate, commands determine hours/time dependent upon mission requirements
- (Previous CMC delegation decision) Minor variations from the 16 hours per pay period based on mission requirements or employee requests. Examples include:
 - Due to a major deliverable the furlough hours for one or a few employees are deferred in one pay period and added in the ensuing pay period(s).
 - Due to mission critical, short-term TDY the furlough hours for one or a few employees are deferred in one pay period added in the ensuing pay period(s).
 - Employee requests for personal reasons to take a week of furlough at one time.



Furlough Information - Employees

- 20% reduction in base & locality pay through end of FY
 - If pay is insufficient to cover employee deductions (refer to Order of Precedence for deduction, <http://www.servicelocator.org/OWSLinks.asp>)
- Benefits & TSP – varies and depends on plan
- Leave accrual - employees will not earn annual and sick for each pay period in which they have been furloughed for a total of 80 hours (1 opportunity mid-Sep)
- Holidays – Employees may not serve a furlough day on a holiday
- Outside employment may be permitted if the employee and the outside employment complies with federal ethics requirements. In some instances, a written opinion and approval from your ethics official may be required.



Furlough Information - Employees

- Impact on waiting Period for within Grade Increases – Depends on length of furlough and employee waiting period:
 - To step 2, 3, or 4: Two Work Weeks
 - To step 5, 6, or 7: Four Work Weeks
 - To step 8, 9, or 10: Six Work Weeks
- Severance pay — no
- Unemployment compensation — depends on state requirements



General Furlough Planning

- CMC delegated coordination and scheduling to include:
 - Adjustments/cancellation of compressed Work Schedules and Alternate Work Schedules (subject to I&I bargaining)
 - Adjustments/cancellation of telework (subject to I&I bargaining)
- Recall of employees from furlough status in the event of an emergency
- Effective 27 February:
 - Monetary awards suspended unless required by law
 - Hiring new personnel – heightened scrutiny
 - Incurring obligations for new training, conferences and travel (including agency-paid travel for non-agency personnel) – heightened scrutiny



Keeping Faith

- Civilian workforce incredibly talented and dedicated
 - Support available 24/7 – contact info posted at www.chaplaincare.navy.mil/
- Civilian impact from fiscal uncertainty and potential furlough
 - SecDef will monitor and assess DOD fiscal posture throughout the projected furlough period
- Leadership committed to keeping employees informed
 - FAQs
 - Fact sheets
 - Briefings
 - Information and updates posted at www.manpower.usmc.mil/furlough



Recap of Key Dates

- 28 May – 5 June
 - Proposal letters issued to employees
- 4 June – 12 June
 - Appeal/Oral reply period
- 5 June – 5 July
 - Decision letters to be issued
- 8 July
 - Furlough to begin
- Anticipate up to 11 furlough days (88 hours) for each employee

**There are 6 pay periods
between Jul 8 and Sep 30**



Questions ... Need more information

Contact HROM:

William.i.whaley@usmc.mil

Danielle.saville@usmc.mil

Susan.galloway@usmc.mil

Or Visit the following sites:

www.manpower.usmc.mil/furlough

DONhrFAQ@navy.mil

<http://www.donhr.navy.mil/>

<https://www.portal.navy.mil/donhr/OCHRHQ/Pages/Furlough.aspx>